

Strathmore Elementary
Renaissance Place Teacher’s Guide

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How do I sign on to Renaissance Place? (teacher account)

1. Before you log in for the first time, get your user name and password from your district or school contact.
2. Open your web browser, go to www.suesd.k12.ca.us/staff_resources and click on the Renaissance Place link.
3. On the Welcome page, click **Teacher/Administrator**. Save this page in your web browser's Favorites/Bookmarks for easy access in the future.
4. On the Login page, type your user name and password and click **Log In**. If the Change Password page opens, enter a new password. Verify the new password by typing it in again and click **Save**.
5. After signing in successfully to Renaissance Place, your home page will open and you can begin using the Renaissance Place software.
6. To log out, click **Log Out** in the upper right-hand corner of the page.



How do students sign on to Renaissance Place?

1. Students sign on to Renaissance Place by clicking on the Renaissance Place icon from the student login desktop screen, or by clicking the **“Log in as: Student”** option from the Renaissance Place login page via the Staff Resources website.
2. Student user names follow the formula of “ses” + student lunch PIN. For example, if a student’s lunch PIN is 1234, then that student’s user name is “ses1234”.
3. The password is the same for all students: “ses”. **Note: for middle school students, “sms” is used in place of “ses” in steps 2 and 3.**
4. Most students already know their lunch number, but you can get your students user names from the **Student Information Report** in the Accelerated Reader program (see below).



TIP: If a student forgets their username, they can click the **Find User Name** link from the login page to easily find their user name—please be sure that the student selects the correct school site name when prompted.

How do I print my students' user names and passwords?

1. Sign on to your Renaissance Place teacher account.
2. From the Renaissance Place home page, click on **Reports** under the Accelerated Reader section.
3. Click on the **School Management** link.
4. Under the School Management Reports section click on the **Student Information** link.
5. Click the **View Report** button. This report can be printed from the web browser.

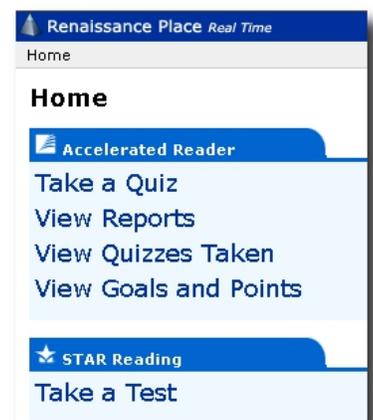
How do I clear “Locked” student accounts?

A student account will become “locked” out after 10 failed login attempts. To unlock student accounts, sign on to your teacher account and click on the **“Personnel, Students, and Parents”** link under the “Renaissance Place” section, then click on “Clear Locked Students”. Next, click on the “Clear All Student Locks” button to unlock all student accounts at once.

How do students take a STAR Reading test?

1. Students sign on to Renaissance Place as a student user with their assigned user name and password.
2. From the student Home page, the student should click on **“Take a Test”** under the **STAR Reading** section.
3. Next, the student should click on the “Start” (the test) button when prompted or when the student is ready to begin.
4. The test will begin with a practice section before beginning the actual test. If the program determines that the student does not complete the practice section correctly, it will prompt the student to “Please ask the monitor to help you next time you practice”, and the program will close. Please guide the student as needed.

Note: If students are new to Renaissance Place, it may be useful to review the STAR Reading **Pretest Instructions** with them. To download and print this document, sign on to your Renaissance Place teacher account, click on the **“Resources”** link under STAR Reading, then click on the **“Pretest Instructions”** link to open the document.



MONITOR PASSWORD = “ADMIN”

If a student closes the web browser before completing a test and then tries to start the test again later, the program will prompt for a “Monitor Password” to continue. You must enter this password for the student. The monitor password is “ADMIN” in all upper case letters.

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How do students take an Accelerated Reader reading practice quiz?

1. Students sign on to Renaissance Place as a student user with their assigned user name and password.
2. From the student Home page, the student should click on **"Take a Quiz"** under the **Accelerated Reader** section.
3. On the Select a Quiz Type page, the student should click on **"Take a Reading Practice Quiz"**.
4. The student can search for a quiz by the title of the book or by the quiz number written on the book, if available. To help a student look up a quiz number by book, sign on to your teacher account, click on **"Manage Quizzes"** under the Accelerated Reader section, then click on the **"AR Book Finder"** link on the left-hand side of the page to open the AR Book Finder website (www.arbookfind.com).

The screenshot shows a search interface titled "Select a Reading Practice Quiz". It features a table with search criteria and radio button options. The table has three rows: "Title" with "Starts With" and "Contains" options, "Author" with "Last Name Starts With" and "First Name Starts With" options, and "Quiz Number" with a text input field.

Select a Reading Practice Quiz	
<input type="radio"/> Title	<input type="radio"/> Starts With <input type="radio"/> Contains
<input type="radio"/> Author	<input type="radio"/> Last Name Starts With <input type="radio"/> First Name Starts With
<input type="radio"/> Quiz Number	<input type="text"/>

MONITOR PASSWORD = "ADMIN"

If the student is prompted for a Monitor Password, you must enter this password for the student. The Monitor Password is "ADMIN" in all uppercase letters.

How do I get my students' STAR Reading assessment results?

A. **STAR Summary Report**

This report will show your entire class, with each student's GE (Grade Equivalency) reading level and the ZPD (Zone of Proximal Development).

1. Sign on to your Renaissance Place teacher account.
2. Under the STAR Reading section, click on **Reports**.
3. Click on **"Summary"** in the **"Frequently Used Reports"** section.
4. Under **"Customization Options"** of the **"Select Students"** section, make sure your class is selected in the drop-down box.
5. Optionally, in the **"Reporting Period"** section, in the **"Predefined Date Range"** drop-down box you can select to print results for the entire school year or by each Trimester period.
6. Click the **"View Report"** button to generate the report.
7. A PDF document window will open displaying your results. The results can be printed from the web browser.

Note: To view and print a Grade Equivalency Chart which gives a suggestion of where student's ZPD should be at for each grade level, sign on to your teacher account and click on the **"Resources"** link under the Accelerated Reader section, then click on the **"Forms and Charts"** resource link, then click on the **"Goal-Setting Chart"** resource link to view the chart.

B. **STAR Diagnostic Report**

1. Under the STAR Reading section on your Renaissance Place home page, select **"Reports"**
2. Under Frequently Used Reports-Click on **"Diagnostic"** - it is the first report listed.
3. On the Report Options page, you can select to print individual students or print the reports for your entire class. To select individual students click on **"Students"** link in the Select Students section. Check mark the student(s) you wish to print reports for, and then click "Save Selection".
4. If you would like to print this report for your entire class you can select your class from the "Class" drop down menu in the Select Students section.
5. On the Report Options page, you can select to include test results for the entire school year (default option) or by a specific date range in the Reporting Period section.
6. Click the "View Report" button to generate the report. Each student's report will print on a separate page.

C. **STAR Snapshot Report**

This report is particularly useful if you want to compare students or your entire class results from one trimester to the next.

1. Under STAR Reading select **"Reports"**
2. Find and click on the **"Snapshot"** link under Other Reports
3. Using the same method as shown above (step 3 or 4 of B. STAR Diagnostic Report), you can select individual students or your entire class.
4. The date range for this report is the entire school year however, you can change it to a single grading period or whatever time frame suits your needs. To do this click on the "Custom Date" radio button and then either type in the desired start and end date or use the calendar button to select the dates.

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How do I get my students' Reading Practice Quiz results?

A. Accelerated Reader – Class Record Books

This is a quick way to view your students Reading Practice Quiz results online.

1. On your Renaissance Place home page, click on "**Class Record Books**" under Accelerated Reader.
2. Click on the "**Reading Practice Quizzes**" link.
3. Each student and their most recent quiz results will be listed. Click on a student's name to view all quizzes a student has taken during the school year. You can click on the "**TOPS**" link to view and print the results of each quiz and the student's current progress in the program.

B. Accelerated Reader – Diagnostic Report

This report is similar to the STAR Diagnostic report but uses data from the Reading Practice quizzes that the student has taken.

1. On your Renaissance Place home page, click on "**Reports**" under Accelerated Reader.
2. Click on "**Reading Practice**".
3. Click on "**Diagnostic – Reading Practice**".
4. Select your class or individual students in the Select Students section.
5. The default date range is the school year but this can be changed to reflect data for a particular grading period.
6. Click Next
7. You can print this report from the web browser.

C. Accelerated Reader – Student Record Report

This report can be used to view the Reading Practice quizzes and/or the Other Reading quizzes (anthology quizzes). This is a pretty long report, especially if your students are taking a lot of quizzes. You may want to pull it up and look at it but only print it a few times per year if at all.

1. Click on "**Reports**" under Accelerated Reader.
2. Click on "**Reading Practice**".
3. Find and click on "**Student Record**".
4. You can select an individual student using the same method described above or you can select your entire class.
5. You can select the entire year or a specific date range as described earlier.
6. It is easiest to select "Sort by Date" if you are selecting the entire school year.
7. This report can be used to view the Reading Practice quizzes and/or the Other Reading quizzes (anthology quizzes).
8. You can print this report using the Adobe toolbar.

How do I delete Reading Practice quizzes?

To delete a quiz a student has taken in error, or to allow them to retake a quiz:

1. On your Renaissance Place teacher home page, click on "**Class Record Books**" under Accelerated Reader.
2. Click on the "**Reading Practice Quizzes**" link.
3. Click on the student's name.
4. Find the quiz you wish to delete and click the "**Delete**" link. You will be prompted to confirm deletion of the record.

Troubleshooting

- **Monitor Password = "ADMIN"**

- **Students have no user name or password or are enrolled in the wrong class**

When a new student enrolls at the school, the office contacts library staff to add new students to the Renaissance Place software as needed. If a new student doesn't have a user name and password, or if the student appears to be enrolled in the wrong class, please contact the school site librarian, Sarah Fly, or David Flores for resolution.

- **Students cannot take tests/quizzes on a computer**

The computer may require software updates. Please note the computer(s) affected and contact David Flores for resolution.

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Additional Resources

Listed below are some of the additional resources available in Renaissance Place with a brief summary. In addition to the resources listed below, there are software manuals and Tips and Help documents available from the “**Manual**” and “**Help**” links in the upper right-hand corner of your Renaissance Place home page.

Accelerated Reader

To access resources for Accelerated Reader, sign on to Renaissance Place and click on the “**Resources**” link under Accelerated Reader. The outline below lists some resources that are available along with a brief description.

Resources to Get Started

Provides information to get started with implementing Accelerated Reader and Reading Renaissance in your classroom.

[Classroom Practices—The 10 Most Important](#)

Lists the recommended 10 key practices to help ensure reading success for all students.

[Classroom Practices—For Primary Grades](#)

Tips to help with your Accelerated Reader implementation in the early grades.

[Points in Accelerated Reader](#)

Explains how points measure reading practice.

[Strategies for Motivating Your Readers](#)

Lists strategies for getting and keeping students interested, acknowledging success, and involving the community.

Resources to Advance your Implementation

Provides strategies and techniques to set goals, guide students to success, create more time for instruction, and use supplemental quizzes.

[Diagnosis and Intervention Strategies](#)

Tips for guiding practice so students average 85% or above on Reading Practice Quizzes.

[Goal Setting—Using the Student Reading Plan](#)

Explains five types of goals and how to set them with students using the Student Reading Plan.

Forms and Charts

Provides printable templates for setting goals and tracking student reading progress.

[Goal-Setting Chart](#)

Reading level suggestions by Grade Equivalent score.

[Student Reading Log—Beginning Reader](#)

Monitor student daily reading for beginning readers.

[Criteria for Accelerated Reader Certification Levels](#)

Describes Reader Certification Levels and the criteria required for each level.

[Student Reading Plan \(English\)](#)

Helps you set and keep track of student goals.

STAR Reading

To access resources for STAR Reading, sign on to Renaissance Place and click on the “Resources” link under STAR Reading.

[Definitions](#)

A brief explanation of STAR Reading test scores and other definitions.

[Pretest Instructions](#)

Provides a preparation checklist and a testing overview.